

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Adult Services Specialist (Resource Manager 1)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Agency Employees (Currently in DS Adult Services Classification Series)

Position: Developmental Services Adult Services Specialist (Resource Manager 1)

Location: Private Division– Torrington

Job Posting No: 090278

Hours: 1st Shift ~ 8:30am – 4:00pm, RDO's Saturday, Sunday

Salary: \$1,937.55/bi-weekly

Closing Date: September 17, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: This position functions as a Resource Mgr. I in the Private Administration Division. Responsibilities include day to day coordination of contracts with private providers, review/adjust resources of the provider as needed, compiling agency information for biannual reviews and liaison with operation center to maintain qualified provider status and expand service options, assisting in managing consumer issues, providing crisis intervention and work collaboratively with Case Management/Administration to secure emergency placement (short and long term). Additional duties include processing contracts and the development of amendments and adjustments, review, monitor and process one-time amendments, monitor referral and placement activity, maintain Agency Contract Book (ACB), process Capital Development Requests (CDR's), update eCAMRIS regarding placement & program changes, assist in compiling information for agency reviews, investigations, participation in Planning Resource Allocation Team (PRAT), Program Review Committees (PRC), Human Rights Committee (HRC) as needed, assist in the development of Individual Budgets, monitor and follow up on special concerns that may include licensing, Protection and Advocacy (P&A), site visits ((Community Living Arrangements (CLA), Supported Living (SL), Day, Intermediate Care Facility (ICF)/MR; ensure quality assurance of assigned agencies through monitoring quality improvement plans, conduct onsite monitoring, complete Quality Service Reviews (QSR's) and monitoring, provide corrective actions; chair and/or participate in Request For Proposal (RFP) reviews, Rent subsidy, activities including processing applications, income verification forms, inspections, etc.; processing one time payments and payment authorizations for the Community Companion Home (CCH) program, ensure submission of proper documentation, provide support of the Individual Budget system. Performs related duties as required.

General Experience: Six (6) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Special Requirement Strong computer skills, excellent verbal and written communication skills, strong public relations, critical thinking & solution oriented approach, strong organizational ability, a comfort level in working with numbers and ability to process funding authorizations, requires some travel for site visits, meeting, etc. and may involve working at an alternate work location. Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid certificates. Must have valid CT Drivers License

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Attention: Belinda D. Weaver
Fax: 203-574-8857
Belinda.Weaver@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.